

CHIEF INVESTIGATOR (PUBLIC DEFENDER)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the supervision of the staff and activities of the investigations unit in the Office of the Public Defender and recommends policies and procedures for the unit. In addition, the incumbent conducts criminal investigations of felony crimes. Work is performed under the general direction of the Public Defender or designee. Guidance and direction on a specific case is received from the attorney assigned to the case. Direct supervision is exercised over subordinate investigative personnel. Evening work and other than normal work schedules can be expected in this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervise work of Investigators and ensures that investigations are conducted in accordance with prescribed standards;
Establishes and maintains procedures for case record documentation and confidentiality, in conformance with prescribed standards;
Reviews incoming cases to determine need for investigations and assigns cases to Investigators;
Advises Investigators on proper methods and procedures for investigations;
Evaluates operation of investigations unit, recommends and implements changes in policies and procedures;
Attends seminars, conferences and workshops to remain current on changes in law, modern investigation techniques, criminal forensics and other matters;
Conducts training sessions for subordinate investigative personnel and coordinates their professional development and growth;
Performs all aspects of criminal investigations, including conducting interviews, investigating crime scenes, securing evidence, establishing facts, preparing reports on results of investigations, and making recommendations;
Assist attorneys in the preparation for and trial of criminal cases;
Investigates and determines indigent status of defendants and eligibility for Public Defender services;
Maintains liaison with expert witnesses, special consultants and others;
Oversees maintenance of unit's resource and reference materials, the computerized and manual data banks and files, and other unit materials;
Responsible for the maintenance of annual caseload records and the preparation of statistical reports for both New York State and Broome County;
Responsible for the maintenance and training in the proper use of the physical equipment used by the department in the course of investigations;
Assist attorneys in the preparation of cases for trial (including preparation of exhibits, charts, and other physical evidence);
Serve subpoenas, orders and other legal documents;
Responsibility for referral of clients to proper social agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of techniques and procedures used in conducting criminal investigations;
Thorough knowledge of laws governing arrests, rules of evidence and court procedures;
Thorough knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form;
Good knowledge of investigative interviewing techniques;
Working knowledge of various social agencies and the services they can provide for clients;
Skill in conducting criminal investigations;
Ability to manage the activities of a unit and supervise the work of others;
Ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts, informants, and accused and convicted criminals;
Ability to remain calm and act effectively in tense and potentially dangerous situations;
Good judgement;
Physical condition commensurate with the demands of the position;

SUGGESTED MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice, criminology, police science or closely related field and three years experience in criminal investigations; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, criminology, police science or closely related field and 5 years experience in criminal investigations; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle Operator's License.